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Job Specification 02568

OFFICE APPLIANCE OPERATOR

ALL JURISDICTIONS

DEFINITION

Under direction of a supervisor, operates varied office machines including those used in the development, production, and assembly of forms, booklets, and assorted graphic material; does other related duties as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

As assigned, operates and performs routine maintenance on varied machines including: collators, stapling, folding and copying machines, cutters, and paper drills; and performs related clerical duties.

Operates check validating, check endorsing, and Tachometer machines as required; operates and adjusts mail inserting machines.

Tends machines used in automation such as collators, sorting, and decollating equipment.

Maintains simple inventory records and stocks supplies of stationery, inks and other materials used by the unit; notifies a superior officer of need for further ordering.

Maintains records of work completed, materials used and time.

Maintains essential records and files.

Will be required to learn to utilize various types of electronic, manual recording, or computerized information systems used by the agency, office or related units.

REQUIREMENTS:**LICENSE:**

Appointees will be required to poses a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES:

Ability to read and understand instructional manuals and perform routine manual work involved in operating one (1) or more office and duplicating machines under supervision and to perform the attendant clerical detail work

Ability to work effectively with associates and superiors.

Ability to make factual reports.

Ability to maintain established records and files.

Ability to utilize various types of electronic, manual recording, or computerized information systems used by the agency, office or related units after a period of training.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may be eligible.

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This job specification is for state and local government use.
